

Event Decorators of Iowa

-since 2005-

301 SE 8th Street | Des Moines, Iowa 50309 | 515-237-8282 | fax: 515-237-8283

Welcome Exhibitor,

It is with immense pleasure to announce that Event Decorators of Iowa, Inc. has again been selected as the Official Decorating Contractor for the upcoming 2026 Iowa Health Care Association Annual Convention & Trade Show. The event is scheduled for September 14-16, 2026 at the Downtown Des Moines Marriott Hotel.

Show management has provided the following with each 8' x 10' exhibit booth purchased:

- 8' high black back wall curtains
- 3' high black side curtains
- 1 one-line identification sign
- 1 8' table skirted black
- 2 folding chairs
- 1 wastebasket

The room is fully carpeted for both you and show attendees.

Please find our exhibitor services kit for you to review and take advantage of discount pricing through August 21 with prepayment in full to qualify. If you need additional services, please contact our offices to see how we may assist you.

Wishing you a successful show.
Event Decorators of Iowa, Inc.
Exhibitor Services.



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Iowa Health Care Association	
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Contact Information (Please Print)

Company Name	Ordered by	Phone Number
Street Address		

City	State	Zip

Payment Policy & Order Review

Your show contractor, Event Decorators of Iowa, Inc., is pleased to provide any of the following services you may require from the attached packet beyond association provided materials.

Complete forms for services you are requesting. Advance discounted rates qualify if orders are received prior to the deadline with full payment including all applicable taxes. **Orders received after show deadline, received without payment, or placed at the show will be invoiced at standard rates. No billings.**

For your convenience, the following methods of payment are available:

- Company Check payment to Event Decorators of Iowa, Inc.
- Credit Card – We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred because of show site orders placed by your representative.
- Mastercard Visa American Express

Cardholder's Name

Seven percent state sales tax	\$
Total due	\$
Three.Five percent convenience fee if paid by credit card	\$
TOTAL DUE	\$

Signature

Card Numbers	Cardholder's Billing Address	
City	State	Zip
Expiration Date	Security Code	



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Payment Policy & Order Review Continued:

CANCELLATION POLICY: If requested services have been provided prior to your notice of cancellation, all original charges are applicable. No credits or free exchanges for materials provided with your booth fee that are not required.

UNPAID BALANCES: All services require payment prior to show opening. In the event of an unpaid invoice, a billing fee of \$40.00 will be charged or a 4% finance charge; whichever is greater. After 60 days, accounts are filed with Polk County, IA for nonpayment of services provided.

This form must be returned to process your request.

Send completed form by email to decorateiowa@aol.com or by secure fax to 515-237-8283

We will use this authorization to charge your credit card account for your advance orders and any



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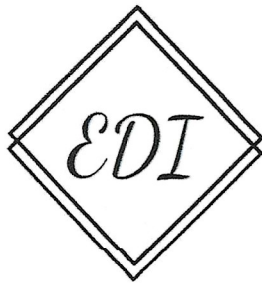
Contact Information (Please Print)

Name	Date	Phone
Company Name		
Street Address		
City	State	Zip
Event or Show		Booth Number
Iowa Health Care Association		

ORDER DEADLINES FOR ADVANCE DISCOUNT RATE IS:

August 21, 2026

ACCESSORIES	Advance Discount	Standard	on Site	Quantity	Total
Chrome Bag Rack	26.00	31.00	\$43.50		
5' Chrome Coat Rack	14.00	17.50	22.50		
Chrome Easels	17.00	21.00	24.00		
Chrome Hall Tree	24.50	31.00	36.75		
Chrome Stanchions	19.50	28.50	33.00		
4' Velour Rope – Black	10.00	14.00	16.00		
8' Velour Rope – Black	20.00	28.00	32.00		
Raffle Drum Small	15.00	21.00	24.50		
Raffle Drum Large	30.00	42.00	45.00		



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CHAIRS (Padded Seats and Backs)

Side Chair	17.00	20.00	23.50		
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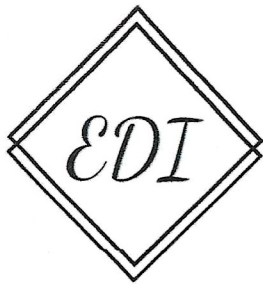
Choose Color: Blue Gray

Armchair	31.00	36.00	38.75		
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Choose Color: Blue Gray

Bar Stool	52.50	61.00	68.50		
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Color: Gray



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PLAIN TABLES

30" HIGH	Advance Discount	Standard	On-site	Quantity	Total
4' x 24" x 30"	44.00	64.50	93.00		
4' x 30" x 30"	44.00	64.50	93.00		
6' x 18" x 30"	52.00	63.75	106.50		
6' x 30" x 30"	52.00	63.75	106.50		
8' x 18" x 30"	64.75	77.50	122.00		
8' x 30" x 30"	64.75	77.50	122.00		

Topped Only – Add \$10.00 to each table.

SKIRTED TABLES

30" HIGH (Skirted 3 Sides)

4' x 24" x 30"	71.00	97.50	104.75		
4' x 30" x 30"	71.00	97.50	104.75		
6' x 18" x 30"	70.50	106.75	111.00		
6' x 30" x 30"	80.50	106.75	111.00		
8' x 18" x 30"	94.00	120.50	143.00		
8' x 30" x 30"	94.00	120.50	143.00		
48" Round (Fully Skirted)	110.00	145.00	N/A		
60" Round (Fully Skirted)	110.00	145.00	N/A		

Choose Color: Black Blue Burgundy Gold Green Red Silver White.



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PLAIN TABLES

40" HIGH	Advance Discount	Standard	On-site	Quantity	Total
4' x 24" x 40"	64.00	84.50	103.00		
4' x 30" x 40"	64.00	84.50	103.00		
6' x 18" x 40"	70.00	92.75	126.50		
6' x 30" x 40"	70.00	92.75	126.50		
8' x 18" x 40"	81.75	112.50	145.00		
8' x 30" x 40"	81.75	112.50	145.00		

Topped Only – Add \$10.00 to each table.

SKIRTED TABLES

40" HIGH (Skirted 3 Sides)

4' x 24" x 40"	91.00	111.50	114.75		
4' x 30" x 40"	91.00	111.50	114.75		
6' x 18" x 40"	100.50	116.75	131.00		
6' x 30" x 40"	100.50	116.75	131.00		
8' x 18" x 40"	114.00	130.50	163.00		
8' x 30" x 40"	114.00	130.50	163.00		

Choose Color: Black Blue Burgundy Gold Green Red Silver White.



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Material Handling Rate Schedule for:
Iowa Health Care Association

All items, whether received through the Event Decorators of Iowa, Inc. warehouse and/or at the show site, must be moved into or out of the booth Monday-Friday 8 a.m. to 4:30 p.m. for straight time rates. Overtime rates to be waived. **Event Decorators of Iowa, Inc. are not responsible for any additional charges exhibitors may incur due to scheduling or show site availability.**

1.) INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE:

August 10 – September 10

Shipment of common freight and crated exhibits will be received and stored up to 30 days prior to set-up date and delivered to booth. This rate includes any necessary handling of empty containers to and from storage. Each shipment is considered separately. Rates are not based on roundtrip shipments.

Shipment weight (round to next 100 lbs.)	lbs.	÷ 100	= total hundred pounds at \$148.00 per hundred weights.
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Minimum charge is \$148.00 per shipment	\$
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2.) INBOUND HANDLING AT EXHIBIT HALL ON EXHIBITOR SET UP DA ONLY. ANY DELIVERIES PRIOR TO THIS DATE WILL BE REFUSED AND RETURNED TO SENDER.

Shipment weight (round to next 100 lbs.)	lbs.	÷ 100	= total hundred weights at \$119.50 per hundred weights.
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Minimum charge is \$119.50 per shipment	\$
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3.) OUTBOUND HANDLING AT EXHIBIT HALL

Outbound shipments at close of show from exhibitor's booth to outside carrier or owner's vehicle.

Shipment weight (round to next 100 lbs.)	lbs.	÷ 100	= a total of hundred pounds at \$154.00 per hundred weights.
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Minimum charge is \$154.00 per shipment	\$
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Material Handling Rate Schedule Continued:

The above rates include Social Security, Workmen's Compensation, and Public Liability Insurance. The exhibitor should ensure all shipments. Handling and storage rates do not include insurance coverage. Event Decorators of Iowa, Inc. is not responsible for shipments left in booths by an exhibitor. Pieces will be counted and shipped as they are found when they are removed from the exhibit hall. Event Decorators of Iowa, Inc. shall not be responsible for damage to uncrated materials improperly packed, any concealed damage, or loss or theft of materials after they have been delivered to the booth or before they have been picked up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, Event Decorators of Iowa, Inc. reserves the right to reroute such shipments. Where no disposition is provided, material may be hauled to a warehouse pending advice from the exhibitor who will be charged accordingly for this service. No liability will be assumed because of such rerouting or handling.

<p>ORDER TOTAL AMOUNT (Please enter amount on Policy Payment Form)</p>	<p>\$</p>
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Shipping Instructions for:
Iowa Health Care Association

INSTRUCTIONS: All shipments **MUST BE PREPAID** and should be shipped to arrive prior to the initial installation date.

COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments should be addressed to Event Decorators of Iowa, Inc. as shown:

<p>Warehouse Shipping Address: FOR</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>TO:</p> <div style="border: 1px solid black; padding: 2px;"> <p>Iowa Health Care Association</p> </div> <p>c/o: Event Decorators of Iowa, Inc. 301 SE 8th Street Des Moines, IA 50309</p>	<p>DO NOT SEND ANY ADVANCE SHIPMENTS DIRECTLY TO VENUE EXCEPT SET UP DAY ONLY.</p> <p>THEY DO NOT HAVE ROOM TO STORE ANY SHOW SHIPMENTS</p>
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Advance Show Shipments Thru Event Decorators of Iowa, Inc. Warehouse

Company Name:	Available: August 10-September 10
Show Name:	Both Number:
Number of Pieces:	Total weight of Shipment:
Truck line:	

We are not responsible for shipments left in booths by exhibitors. We will count and ship pieces as we find shipment when we remove them from the exhibit hall. Event Decorators of Iowa, Inc. shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up loading out of exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments. Event Decorators of Iowa, Inc. reserves the right to reroute such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed because of such re-routing or handling.



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REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW

Ship to individual/company:		
Shipping Address:		
City	State	Zip
Number of Pieces:	Total Weight of Shipment:	
Description:		

Forward via – (Check One)

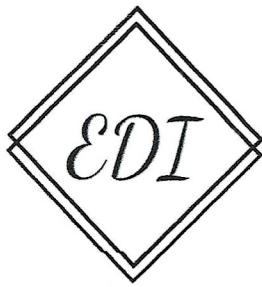
Motor Freight Moving Van Air Freight

Federal Express* UPS*

***Prepaid printed labels required for ALL outbound Federal Express & UPS shipments. Call tags required for picking up the following business day 8am -2pm at the advance warehouse 301 SE 8th Street DSM IA 50309. Customer is responsible for placing call to carrier for pick up**

<input type="checkbox"/> Other:
Name of Courier:

Authorized by:	Date:
Company Name:	Phone Contact:



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Contact Information (Please Print)

Name	Date	Phone
Company Name		
Street Address		
City	State	Zip
Show	Booth Number	
Iowa Health Care Association		

LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS:
Decorators and Display men: \$74.50 per hour straight time; \$98.75 per hour overtime. (One hour minimum per man)

ALL LABOR BEFORE 8:00 a.m. and after 4:30 p.m., and all hours on Saturdays, Sundays and holidays will be charged at the overtime rate.

<input type="checkbox"/> “O.K. TO PROCEED” EXHIBITOR NEED NOT BE PRESENT We will proceed with your display setup unless you instruct us otherwise. Every effort will be made to set your display on straight time hours. Unless you move in schedule it does not permit. <div style="text-align: center;">Install & Dismantle</div> Number of workers: <input style="width: 100%;" type="text"/> <input type="checkbox"/> Plans Attached <input type="checkbox"/> Plans in cases #	<input type="checkbox"/> “DO NOT PROCEED” EXHIBITOR WILL SUPERVISE All work is to be performed only under the supervision of the exhibitor representative. Exhibitor will check in at the service desk to pick up workers on: <input style="width: 100%;" type="text"/> Time: <input style="width: 100%;" type="text"/> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. Representative: <input style="width: 100%;" type="text"/>
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Starting time can be guaranteed only when workers are requested for the start of the working day, which is 8:00 a.m. The minimum charge of one hour per man will apply. Failure to call for labor at the requested time will result in a one-hour charge per worker requested unless 72-hour advance notice is provided. Speed of installation and dismantling cannot be guaranteed to conform to your estimate or experience.



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LABOR CONTINUED:

SPECIAL INSTRUCTIONS:

INSTALL DATE:	DISMANTLE DATE:
START:	START:
STOP:	STOP:
OUT:	OUT:
S.T.:	S.T.:
O.T.:	O.T.:

ORDER TOTAL (Please enter amount on Policy Payment Form)	\$
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